



THE CITY OF SAN DIEGO

APPLICATION FOR DONATIONS OF ARTWORK TO THE CITY OF SAN DIEGO

Thank you for your interest in donating artwork to the City of San Diego. Please complete and submit this application to the City of San Diego Commission for Arts and Culture, ATTN: Civic Art Collection, 1200 Third Avenue, Suite 924, San Diego, CA 92101. Contact City staff at (619) 236-6800 for assistance. Additional sheets may be attached as needed. The City reserves the right to request additional information in order to process a donation proposal.

DONOR

Name(s)			
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Credit Line - Provide the donor's name as it should appear in labels, publications and publicity.			
If this application is for a partial interest donation, explain the proposed terms. (Unless otherwise indicated by the donor, the City will assume that donation proposals are absolute.)			
If this application is for a restricted donation, explain the proposed terms. (Unless otherwise indicated by the donor, the City will assume that donation proposals are unrestricted.)			
Conflict of Interest - Disclose whether the donor has any active contracts with the City or is involved in any stage of negotiations for a City contract.			

ARTIST

Name	Alias (If applicable)		
Nationality	Birth Date	Death Date (If applicable)	
Address			
City	State	Zip Code	Country
Phone	Fax	Email	
Website			
Artist Representation/Gallery Name (If applicable)			
Artist Representation/Gallery Address			
City	State	Zip Code	Country
Phone	Fax	Email	

Website	
For donations of commissioned artwork, please explain the method for the selection of the artist.	
ARTWORK	
Title	
Artwork type (e.g. painting, sculpture, etc.)	Medium
Description	
Period/Date	Dimensions and Weight
Finishes applied to surface	
Construction technique(s)	
If this artwork is part of an edition, what is the edition number and the total number of the edition?	
If this artwork is part of a series, what is the total number in the series?	
If this artwork is part of a pair or a group, what is the total number in the pair or group?	
Describe frame, if any.	Describe base or pedestal, if any.
Describe any accompanying accessories.	
Current location of artwork	
(Optional) Proposed City-owned site for placement	
For memorials, describe the person or event to be commemorated.	

ARTWORK HISTORY

Provenance/Past Owners – List all past owners and period of ownership for each.

Exhibition History – List the exhibition history including exhibition titles, venues and dates for each.

Publications and References – List all publications about and references to the artwork.

COPYRIGHT OWNERSHIP

Name of current copyright owner

Title

Address

City

State

Zip Code

Country

Phone

Fax

Email

If the donor is the current copyright owner, does the donor intend to transfer the copyright to the City of San Diego should the donation be accepted by the City?

ARTWORK VALUATION

Fair Market Value \$

How was this fair market value determined and by whom?

CONDITION

Describe the current condition of the artwork noting any existing breaks, tears, scratches, abrasions, paint losses, or other insecurities or defects in the artwork.

If the artwork has been conserved, describe the conservation treatment.

(Optional) Provide recommendations for routine maintenance of artwork. Indicate whether these recommendations were provided by a conservator.

(Optional) Provide recommendations for security, installation, transportation and/or storage.

For donations of commissioned artwork, please outline the installation plan.

OTHER REQUIRED MATERIALS

Please submit the following materials along with this completed form.

- Artist's résumé and bio
- Digital, color images of existing artwork
- Color renderings of commissioned artwork
- For commissioned artwork, submit digital images of artist's past work.
- (Optional) Images of proposed site for artwork
- Itemized list of any costs to be borne by the City for transportation, installation, exhibition, operation, maintenance, conservation, and/or security.
- For commissioned artwork, submit an itemized budget for design, fabrication and installation.
- For commissioned artwork, submit a timeline for design, fabrication and installation.
- Exhibition catalogs, publications and/or references, if available
- Formal, written appraisal for any artwork with a fair market value of \$10,000 or more
- Condition report, if available
- Conservator's report, if applicable
- Proof of authenticity, if available
- Any other information relevant to the artwork

DONOR'S AUTHORIZATION TO INITIATE A DONATION REVIEW

Authorized signature	Title
Print name	Date

COMMISSION STAFF ONLY

Received by	Date
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